



**METROPOLITAN  
TRANSPORTATION  
COMMISSION**

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## *Memorandum*

TO: Administration Committee

DATE: November 2, 2011

FR: Executive Director

W.I.: 1153

RE: Purchase Order Amendment for Project-based Agency Staffing Services – Regional Government Services

Staff seeks authorization to amend an existing purchase order (\$14,400) for temporary staffing agency services with the Regional Government Services (RGS), a joint powers authority created by the City of San Carlos. Funds for temporary assignments are included in the adopted FY 2011-12 budget as follows:

<b>Position</b>	<b>Amendment Amount</b>
Administrative Assistant	\$58,000
Videographer	\$69,576
Planning Technician	\$10,600
<b>TOTAL</b>	<b>\$138,176</b>

Staff recommends that this Committee authorize the Executive Director or his designee to issue a purchase order amendment with RGS for an additional \$138,176 to provide temporary staffing support, for a total purchase order not to exceed \$152,576.

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Steve Heminger

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Purchase Order Amendment

Work Item No.: 1512/1255/1153/1256

Vendor: Regional Government Services, Carmel, CA

Work Project Title: Temporary Staffing Services

Purpose of Project: To provide temporary staffing services

Brief Scope of Work: Provide various types of temporary assistance:

- Administrative Assistance (\$58,000) General Funds
- Videographer (\$69,576) BATA Funded
- Planning Technician (\$25,000) General Funds/RM2

Project Cost Not to Exceed: Current Purchase order contract: \$ 14,400  
Additional contract amount of this amendment: \$138,176  
Total Purchase Order NTE: \$152,576

Funding Source: General Funds (1153), FHWA (1512), RM2 (1255) and BATA (1256)

Fiscal Impact: Included in FY 2011-12 Agency Budget

Motion by Committee: That the Executive Director or his designee is authorized to issue a purchase order amendment to Regional Government Services to provide MTC with temporary staffing services and the Chief Financial Officer is directed to set aside \$152,576 in FY 2011-12 funds for such purchase order amendment.

Administration Committee: \_\_\_\_\_  
Dave Cortese, Chair

Approved: Date: November 9, 2011